



Sidcot
Live Adventurously

Policy Name: Educational Trips and Visits Policy

Policy Number: 2.9

Date: 27 April 2018

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1 Introduction

1.1 The Governing Body and Senior Leadership Team of Sidcot School fully recognise their health and safety responsibilities to safeguard the wellbeing of children in their care, and staff in their employ. The School is committed to ensuring that the utmost care is taken to protect the health and safety of students and staff involved in visits and activities out of school. This policy has been drawn up in accordance with Health and Safety Law, Child Protection procedures and relevant statutes and National Guidance for educational visits.

1.2 High quality educational visits are offered to all students to enrich the curriculum and extend learning opportunities, in line with the Quaker values of equality and truth and Sidcot's aspiration to foster curiosity in learning. Additionally, outdoor activities, such as Duke of Edinburgh (DofE) expeditions embody our central value of living adventurously. Overseas visits aim to combine adventure, charity work and educational enrichment, such as the annual trip to Tanzania.

1.3 Recreational visits enrich boarders' weekend activities, providing both enjoyment and cultural enrichment. When appropriate, recreational outings may be extended to day students, such as end of term activities off site.

1.4 Sidcot School is active in its responsibilities under the Equality Act 2010 and has an Equal Opportunities Policy - Children (2.11) in place and a separate policy to support students with medical conditions and disabilities. This ensures that reasonable adjustments are made to enable all students have opportunities to access educational and recreational trips and that individual needs are met with regard to trips.

1.5 Operational responsibility for the updating and upholding of this policy rests with the Educational Visits Co-ordinator (EVC) who will oversee safe and detailed planning and execution of educational visits. The responsibilities of the EVC are detailed in Appendix 1. The Deputy Head (Pastoral) oversees the EVC. Ultimate responsibility for educational and recreational trips rests with the Senior Leadership Team (SLT).

2 Scope

2.1 This policy applies to all staff at Sidcot School who have responsibility for organising, assisting with or accompanying educational or recreational visits. All relevant staff must understand and follow the procedures in this policy.

2.2 This is a whole school policy and applies to the Junior School and Senior School including boarding. This policy does not apply to the Early Years Foundation Stage who have their own protocol.

2.3 Group Leaders and Assistant Group Leaders are responsible for ensuring that all staff involved with their trip are fully conversant with the protocols of this policy. The responsibilities of Group Leaders and their assistants appears in Appendix 1.

2.4 This policy is available to staff and Governors for reference via the Staff Handbook on the intranet. It is available to parents upon request. For ease of reference, the policy is also linked to the electronic trips management system, [Evolve](#).

3 Aims

3.1 The primary aim of this policy is to ensure that all staff are aware of and adhere to agreed procedures to safeguard children in their care, and their colleagues when engaged in education or recreational trips.

3.2 The policy sets out protocols for educational and recreational visits to ensure a safe, and consistent set of protocols are followed when planning and carrying out educational or recreational trips. Using the electronic trips management system, Evolve; additional resources are available to Group Leaders, such as risk assessment templates and checklists for trips are store in Evolve in the [resources tab](#)

4 Trip Protocols

4.1 Types of trip

There are five main categories of trips and visits:

- Day or half day trips for curriculum enrichment, such as a visit to a museum or theatre performance;
- Residential trips for compulsory study, such as subject-based coursework;
- Recreational day trips, such as adventure parks, weekend trips for boarders end of year trips or House events;
- Residential trips abroad, such as the annual Tanzania expedition.
- Duke of Edinburgh Expeditions (please see additional policy)

4.2 Trip proposals:

4.1 Initially, via Evolve, trip proposals are approved by the Head of Department/Head of the Junior School followed by referral to the EVC. If the event is either residential or hazardous, the Senior Leadership Team (SLT) will need to provide additional sign-off.

4.2 Group Leaders will be responsible for the safe and thorough execution of the trip, following all protocols, assisted by the Assistant Group Leader. All Group Leaders should be trained appropriately and/or sufficiently experienced to lead the trip. The EVC or SLT may revise proposed staffing or any other aspect of any trip.

Evolve will require Group Leaders to:

- Explain educational (or other) rationale for the proposed trip;
- Designate an Assistant Group Leader and appropriate staffing, following ratio guidance;
- Provide detailed information about the place(s) to be visited;
- Provide costings for both parents/guardians and the Director of Finance
- Complete a comprehensive risk assessment;
- Give assurance that staff involved with the trip have read and are familiar with the relevant school policies;
- Produce copies of the Trip Pack immediately prior to the trip with full and final information. This is for use by base contact within school (SLT) and by the EVC.

4.3 Planning

Thorough planning is essential to ensure the quality and safety of the trip. Effective communication with parents and staff is also of vital importance.

The timings for trip planning are as follows:

Type of trip	Proposal submitted	Risk assessments and completion of planning
Educational day trips	A minimum of 1x month prior to the trip	A minimum of 1 x week prior to the trip
Recreational day trips	A minimum of 1 x month prior to the trip	A minimum of 1 x week prior to the trip
Residential trips for curriculum study	A minimum of 2 x months prior to the trip	A minimum of 2 x weeks prior to the trip
Residential trips abroad	A minimum of 2 x terms prior to the trip	A minimum of 2 x weeks prior to the trip

4.4 Information and communication prior to the trip

Parents/guardians will be fully informed about all trips and visits in advance, using the timings in the table in 4.3 as guidance. In the case of a residential trip, parents/guardians and students will be invited to the School to discuss details with the Group Leaders.

The School's behaviour protocols apply when children are participating in any school-organised trip and visit. Children and parents/guardians will be briefed before any trips to ensure that behavioural expectations are fully understood. The full range of sanctions may apply in the case of inappropriate behaviour whilst on a trip, including exclusion. Students need to be aware that if their behaviour is deemed unacceptable to such an extent that it is felt inappropriate for them to remain on the trip, arrangements may need to be made for their return home, including repatriation to their country of residence. This will be at their parents' expense.

The School's Search and Confiscation policy will also apply. Parents will be asked to consent to their children being searched where reasonable grounds to do so apply – this will include where trips take place outside of England where different laws may apply.

Care will be taken to ensure that those accompanying the trip are fully informed about the special or medical needs of any students participating – as notified by the parents on the annual consent. Appropriate adjustment to the trip content or itinerary should be made by Group Leaders to enable equality of access. Parents/guardians should also be advised that the Head/Head of Junior School reserve the right to exclude a student from a visit on behavioural or medical grounds. However, the school will adhere to its policy relating to supporting students on trips with additional medical needs, and its Equal Opportunities policy.

Parents and students are advised by virtue of the School's privacy notice, that the student's personal data will be passed to external trip providers for the purposes administering the trip. Parental or student consent (depending on the age of the

student) is sought to provide any external providers with details of any health needs including SEND to ensure that the student's needs are met and safely looked after.

4.5 Consent

It is a requirement of admission to the School, that parents/guardians sign the School's Annual Consent form. Annual consent granted by parents/guardians at the beginning of the academic year covers day trips including recreational trips. This form also gives permission for emergency medical treatment if the parents/guardians cannot be contacted.

The annual consent also requires all parents to give details of any medical conditions and medication. This is essential information and the responsibility lies on the parents to keep the School updated of any changes so that it is accurate.

Parents/guardians will receive information prior to any trip, regardless of requiring permission. This offers an opportunity for parents/guardians to qualify permission or seek further clarity about any details regarding a proposed trip.

Additional consent is required for residential or hazardous trips. It is the responsibility of parents/guardians to update medical records of their children so that Annual Consent is accurate. It is the responsibility of the Group Leader to ask parents/guardians to update information. Parents are advised in the form regarding the passing of information to external providers and consent is sought to provide medical information as above 4.4.

The School calendar of events is available via the website for parents/guardians to reference forthcoming events and fixtures.

4.6 Risk assessments

The Group Leader must complete detailed a written risk assessment for the agreed trip or for activities out of school. These should be submitted via Evolve, as part of the planning process. Risk assessment templates are available on the Intranet (via Evolve) in a variety of formats for reference by Group Leaders. Group Leaders will select and modify an appropriate risk assessment to ensure their trip has a bespoke risk assessment.

All staff are aware of the procedures around Child protection and Safeguarding, including the staff student code. Staff need to be alert to the potential for students attempting to engage in risky behaviour on trips (for example clandestine use of the alcohol), the effect of peer pressure, and the anti-bullying procedures. Where appropriate, Groups Leaders should reflect potential issues in their risk assessments. Every precaution should be taken prior to a trip to ensure that both students and their parents/guardians are informed about expected standards of behaviour and safeguarding issues relevant to the proposed trip.

Generic risk assessments for frequent trips such as sports fixtures, Duke of Edinburgh expeditions and musical events, will be available on the Intranet and are linked electronically to Evolve. Group Leaders for these frequent events will modify generic risk assessments and group lists for each event via Evolve.

For a residential trip, where possible, the Group Leader should undertake a pre-visit in order to identify any potential hazards and to plan the most appropriate itinerary for the trip. Where an outside provider is engaged by the Group Leader, a pre-visit may be replaced with detailed reference to the expertise of the provider.

Group Leaders must arrange a planning meeting with the EVC/Head of the Junior School, using the timings in 4.3 to ensure protocols are being followed and that a detailed risk assessment has been carried out.

During a trip, the Group Leader is responsible for the continued monitoring of safety and trip protocols, and is expected to make adaptations to the itinerary if circumstances dictate, such as severe or unexpected weather conditions, or disruption to public travel systems. Reference to the EVC or SLT should be made in this case and for emergencies (4.11).

For residential trips and trips abroad, every group will have a list of named base contacts in the school. This list will usually include the EVC and members of the SLT and SMT. Where possible, staff will be on call for the trip on their normal duty or weekend duty days. In the school holidays, base contacts will agree coverage of the trip prior to the trip departing. Base contacts will have access to the full details of the trip, including detailed student information and itinerary.

4.7 Students with additional medical needs

All students are encouraged to participate in school activities, within their own abilities and where necessary, with reasonable adjustment, unless medical evidence advises that this is not possible. Consideration will be given to the staffing for offsite and residential trips to ensure that the needs a student with disabilities or medical conditions are fully met.

Group Leaders will meet or communicate with the student, parent/guardians, the school nursing team and other health care professionals where relevant, prior to any offsite visit. They will need to make plan additional extra care requirements needed to support the student in order for them to participate safely and as fully as possible. Information and decisions will be recorded in the student's individual healthcare plan, which should accompany the child on any out of school activities, and which form part of the trip's risk assessment.

4.8 Staff/student ratios and responsibilities

The Group Leader, assisted by the Assistant Group Leader, is responsible for the planning, operation and safety of the trip. These two members of staff form the minimum staffing requirement for any trip. Except in special circumstances, and with the agreement of the SLT, there must always be a minimum of 2 x members of staff for any visit. For some visits, including trips abroad, a higher ratio may be appropriate because the Group Leader must ensure a safe level of supervision at all times. All staff members and persons accompanying the trip must be competent to supervise the activity concerned.

Group Leaders must be experienced and/or have undertaken training as recommended by the National Guidance published by the Outdoor Education Advisers Panel. Group leaders should assess the risks and consider an appropriate, safe supervision level for a particular group or activity.

Suggested ratios

There are no ratios prescribed by law; however, is essential to have a sufficiently high enough ratio of adult supervisors to students and this should be reflected in risk assessments. The factors to take into consideration include:

- gender, age and ability of group
- students with special educational or medical needs

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- nature of activities
 - experience of adults in off-site supervision
 - duration and nature of journey
 - type of any accommodation
 - competence of staff, both general and on specific activities
 - requirements of the organisation/location to be visited
 - competence and behaviour of students
 - First Aid cover

Recommended minimum ratios of staff to students for low risk activities are:

Year 1 - 2 1 x Teacher to every 8 students

Year 3 - 6 1 x Teacher to every 8-10 students

Years 7 + 1 x Teacher for every 10-15 students

Residential or hazardous trips, oversees 1 x Teacher to every 8-10 students

4.9 Parents accompanying visits

Wherever possible, everyone accompanying the visit should be a qualified teacher or an employee of the school. The Head/Head of Junior School will be responsible for ensuring that a group is adequately staffed, and will take a variety of points into consideration when assessing the appropriate staff/student ratio, including the appropriateness of other adults such as parents to be included in the staffing ratios. Staffing may include volunteers (parents) or Governors at the discretion of the Head/Head of the Junior School.

Parents may be used as a supplement to the staff and will not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. In certain circumstances, the Head/Head of Junior School may make exceptions to this general rule provided that the Group Leader is a qualified teacher.

Any parent accompanying the trip will be risk assessed in accordance with the Volunteer Policy and either supervised or subject to vetting checks. Checks including an enhanced DBS check with barred list will be required if parents are accompanying an overnight visit or assisting with personal care of students (assisting with washing, toileting, changing or feeding).

All parents accompanying will be aware of the School's safeguarding procedures. All staff are fully trained in this aspect. They are subject to the procedures concerning volunteers.

Group Leaders are responsible for the detailed planning of the trip, ensuring that accompanying staff, and parents if used, are properly prepared and briefed and fully aware of their responsibility for the children and their behaviour. It is the responsibility of the Group Leader to ensure that every member of staff, or parents if used, has read this policy and has a copy of the risk assessment for the trip.

All parents accompanying will be aware of the School's safeguarding procedures. All staff are fully trained in this aspect. They are subject to the procedures concerning volunteers.

4.10 Emergency Procedures

In the event of an emergency, the Crisis Communications policy will apply.

The group leader, SMT or SLT member on duty immediately contacts the Head, who in turn contacts the rest of the team when an issue or crisis has been reported.

No member of staff may speak to the press. All inquiries must be direct to the Head.

Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens, following the school's critical incident plan, the priorities are to:

- assess the situation
- inform the emergency services and follow advice
- safeguard the uninjured members of the group
- attend any casualty
- Inform everyone who needs to know of the incident

Guidance on Emergency Procedures

- establish nature and extent of the emergency
- make sure that all other members of the party are accounted for and safe
- if there are injuries, establish their extent and arrange for First Aid
- establish names of the injured and call relevant emergency services
- advise other party staff of the incident and that emergency procedures are in operation
- ensure that an adult from the party accompanies casualties to hospital
- ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to school
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- control access to telephones until contact is made with the Head and until they have had time to contact those directly involved. Take in mobile phones.
- pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)
- identify alternative telephone numbers/mobile phone numbers
- advise the School to contact the parents/guardians of those involved. In the event of serious incidents, the parents/guardians of all party members should be informed. Additionally, inform parents of any delays that will be necessitated
- obtain names and contact detail of any witnesses not linked to the school for future reference
- retain any physical evidence in its original condition, e.g. clothing should not be washed

Following the incident, complete all accident forms. The Director of Operations will inform insurers and the HSE.

Group Leaders should prepare a Plan B for all trips for example some things to consider are:

- Hotel is not suitable
- Change of transport

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- Evacuations
 - Hostile Acts e.g. bomb

The Group Leader should write down as soon as practicable all relevant detail.

4.11 Additional Procedures for Visits Overseas

Prior to the visit, the Group Leader should obtain and take with them:

- European Health Insurance Card (where appropriate) and significant medical histories
- Details of insurance arrangements and the company's telephone number
- Location of local hospital/medical services
- Details of the British Embassy or Consulate, who should be informed in the case of serious incident
- Appropriate access to school finances in the case of emergency travel, to be arranged with the Director of Finance prior to the trip

4.12 Insurance and forms of travel

The School covers all trips with comprehensive insurance. Full details are available from the Director of Operations.

In the case of a residential or hazardous trip, where a tour company has been used with insurance included in the cost of the trip; a copy of the insurance policy must be obtained and forwarded to the Director of Operations, who oversees the health and safety guidance for the school. An additional copy should be uploaded to the Evolve template for this trip and must be verified by the EVC.

In advance of a trip, students will be given clear safety instructions based upon the risks associated with the particular type of travel. When travelling by coach, seat belts must be worn. In the case of long journeys, students will be given the opportunity to exercise after reasonable intervals. A member of staff will stay at the end of the trip until all students have been collected.

Where possible, students will be transported in a coach, minibus or by public transport. Whilst the use of private cars is discouraged, it may be appropriate to use this form of transport from in exceptional circumstances such as a medical emergency. Consequently, the School has taken out insurance which covers staff conveying students in private cars for approved school purposes. It is the responsibility of the Group Leader in such circumstances to ensure that the member of staff has a valid driving licence, and a copy of the licence should be forwarded to the Director of Operations. Parents are not permitted to convey students in their private cars on school business, and are not covered by school insurance to do so.

School minibuses can be driven by any member of staff who has successfully completed their minibus driver training for transporting small groups of students to sports fixtures, theatre outings etc. Staff will ensure that the students wear their seat belts, remain in their seats etc. When not in use, the minibuses are kept securely locked in designated parking bays. No one should drive the school minibus unless s/he has D1 classification on his or her licence and has had minibus driver training.

For any minibus journey that lasts for longer than 2.5 hour (Senior School) and 1.5 hour (Junior school), there should be a second available member of staff either travelling with or in convoy with the trip. For journeys with younger children, a risk assessment should be made to assess the level of supervision required.

At Sidcot school, we expect every member of staff to complete and submit a "Drivers' Declaration Form" before s/he drives a school minibus or privately owned vehicle on school business. If employees use their own vehicle on School business either to transport themselves or students, they are required to complete a Driver's Declaration Form. This form should be renewed annually and can be found in the electronic Staff Handbook under Getting Things Done....Driving on School Business. Those who have submitted the Drivers Declaration Form, and had it approved, are covered by the School's Occasional Business Use insurance whilst they are driving on School business.

If a staff vehicle is to be used for a trip, it must be declared within the risk assessment.

4.13 Hazardous or unusual activities

Where unusual or hazardous activities are involved, it is essential that those leading the activities are appropriately qualified and competent. It is the responsibility of the Group Leader to ensure the qualifications and licensing of providers are up to date, as required by the Adventure Activities Licensing Regulations 2004.

All equipment provided by the School must conform to the appropriate safety standards and be properly maintained. Hazardous activities should only be undertaken at a licensed, specialist centre where appropriate and properly maintained equipment and qualified and competent staff are available.

Parents/guardians will be informed in writing of any hazardous activities involved, and these will be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports or pony trekking. Parents/guardians will be required to give consent for hazardous or unusual activities to be undertaken.

In the case of an activity that will involve caving, climbing, trekking, skiing or water sports, a check will be undertaken by the School to ensure that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

The EVC/Head of Junior School, via the Group Leader, will make all reasonable inquiries to obtain written confirmation that all instructors and supervisors are formally qualified and experienced. A reference to the licence and qualifications at the centre should be made in the letter to parents.

To minimise the risk of children and staff catching any disease from animals; any organiser proposing school trip to a farm must read the relevant guidance detailed at the end of this policy.

4.14 First Aid and medical issues

If the Group Leader or Assistant Group Leader do not have a current First Aid qualification, another member of staff with this qualification must accompany the trip. A First Aid kit must be requested from the Health Centre and taken on the trip, even if the destination for the trip has First Aid facilities. The Group Leader is responsible for having a First Aid kit available at all times.

The Group Leader must obtain a copy of the full medical details for those students on the trip. Information which has been entered into SIMS will automatically import

to Evolve trip information. This information should also be available in hard copy format on the trip. All emergency contact details and medical information must be readily available to the Group Leader at all times.

Accompanying staff must be fully conversant with the school's medical policies to ensure that they are aware of all relevant procedures including those around asthma, anaphylaxis, head injuries, and procedures that may be of specific relevance to their trip.

The Group Leader will upload relevant resources and make the trip staff aware

The Group Leader will have a mobile phone obtained from the school office, published the number via the risk assessment and to the school office/base contact.

4.15 After the Trip

The Group Leader must inform the Deputy Head, EVC (or whoever has been delegated as the school base contact) that the party has returned safely and ensure that all the students are safely collected from or returned to the school according to the arrangements made.

The Group Leader should complete a brief follow up report, via Evolve for day trips, and meet with the EVC following a residential or hazardous trip.

If any difficulties or minor incidents have occurred on a school trip, the Director of Operations and EVC must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly. Records of such events should be kept securely for future reference. Witness statements from staff or students, or notes taken after an incident, should be communicated to the Director of Operations so that appropriate insurance and other follow up considerations can be made. It may be in the case of serious incidents involving the policy that the advice of the police is sought before any investigation by the School is undertaken. The Child Protection Policy should be followed where appropriate.

Near-miss events or safety concerns should be carefully noted by the Group Leader and reported to the EVC immediately after the trip so that additional preparation can be made for subsequent trips to the same place, or steps can be taken to improve the safety of a specific venue.

Group Leaders must complete any appropriate follow up communication with parents/guardians and conclude budgetary issues with the Director of Finance. Curriculum feedback via faculties and a report in the school newsletter is also good practice.

5 Monitor and Review of Policy

This policy will be reviewed annually unless there is a change to legislation, policy or practice. Review is the responsibility of the Educational Visits Co-ordinator. Both policy and practice will be reviewed whenever an incident occurs on a trip that warrants this.

6 Related Policies

- Accidents, Disaster or serious incident policy (1.1)
- Safeguarding and Child Protection Policy (2.1)
- Staff student code (2.2)
- Equal Opportunities Children (2.11)
- Duke of Edinburgh Operating Policy (2.14)

- Medical policies (4.1 – 4.3)
- Supporting children with disabilities and medical conditions 4.3)
- Behaviour policies (5.1 – 5.1c)
- Search confiscation and seizure (5.10)
- Smoking drugs and alcohol (5.6)
- Health and safety policy (8.1)
- Vehicle Movement Policy (8.6)
- Volunteers Policy (9.14)

Legislation and Guidance

- The Independent Schools Inspectorate Regulations (2014) (ISSRS)
- The ISI Commentary for the Inspection of Schools (September 2017).
- Health and Safety of Students on Educational Visits – DfE
- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Visit my Farm – industry code of practice.
- <http://www.hse.gov.uk/services/education/faqs.htm> Adventure Licensing Regulations 2004
- 'Keeping Children Safe in Education', DfE, 2016
- 'Working together to Safeguard Children', DfE, 2015

7 Document Change History – document any changes 8th September 2016

Date of change	Detail significant changes and any new legislation / guidance taken into account
8 September 2016	Policy Rewritten
8 October 2016	Policy adopted by Board
4 January 2017	Policy updated following Critical Incident planning
7 October 2017	Policy reviewed and adopted by Board at Annual Safeguarding Review. References updated. Para 4.1 updated to reference Duke of Edinburgh Expeditions
27/04/2018	Paragraphs 4.4 and 4.5 updated in line with the requirements of GDPR to advise parents that external trip advisors will need to be provided with data concerning their children.

Appendix 1 - Identity of the Educational Visits Co-ordinator - Charlotte House

Responsibilities in connection with the administration of visits, trips and this policy:

The Educational Visitors Coordinator (EVC) is responsible for carrying out the following duties:

- Coordinating all educational visits to ensure this policy and all procedures are complied with and that all documentation is completed
- Providing staff training regarding the protocols for educational or recreational visits
- Liaising with Group Leaders to ensure the approval requirements for each visit are clearly met and communicated
- Retaining all documentation in relation to each school visit
- Providing support and guidance to Group Leaders, Assistant Group Leaders and accompanying staff
- Ensuring that any accident/incident on a visit is notified to the EVC, SLT and Director of Operations, and that a record is kept and that future visits are reviewed in the light of previous incidents or near-miss scenarios
- Ensuring that this policy is kept up to date and that amendments are notified to the Director of Operations
- Completing the EVC training as recommended by the Outdoor Education Advisers Panel
- Holding meetings prior to and after residential or hazardous trips
- Refer to the Deputy Head (Pastoral) for issues or concerns regarding educational or recreational visits

Senior Leadership Team

The responsibilities of SLT are:

- To consider the suitability of all proposed educational visits;
- To scrutinise the proposed arrangements and if appropriate to 'sign off' documentation and risk assessments for day, residential or hazardous trip making any alterations or suggesting further safeguards as appropriate;
- To support and advise the EVC in all matters regarding educational or recreational visits;

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- To ensure that related policies such as Child protection and Safeguarding policies and procedures in the school are maintained and communicated via regular staff training;
 - To respond to critical incidents following planned protocols;
 - To provide relevant evidence, witness statements and insurance details following any serious incidents, including media coverage.

Group Leader

The responsibilities of the Group Leader are:

- To complete all relevant Educational Visits documentation, using Evolve, including risk assessments and consent forms as required
- To complete risk assessments or acquire assessments completed by external agencies (for example, a tour operator) as appropriate, ensuring the competence and licensing of providers
- To ensure that all students have made necessary payments and completed the necessary documentation, keeping the Bursar informed of budget throughout the planning process
- For overseas visits; to ensure photocopies of student passports, visas (and EHIC cards if relevant) have been taken and retained within the trip pack kept centrally in Reception. Additional hard copies of the trip pack will be assigned to base contact(s) with all necessary personal details.
- For residential or hazardous trips, to meet with the EVC to discuss and plan risk assessments prior to the trip and again to de-brief from the trip afterwards
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country
- To plan for students with special educational needs, pre-existing medical conditions or a disability and ensure appropriate provision is in place
- To lead the trip in accordance with the approval given by the SLT and ensure all staff and students are fully briefed and that emergency arrangements are in place
- Record the details of any accident or incident in line with the school policies;
- Have completed the Visit Leader training as recommended by the Outdoor Education Advisers, or have sufficient experience to verify their suitability to lead the trip